

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 01-04	Effective Date: 12/05/03	Revision Date 08-11-14
Subject: Bureau of Research and Evaluation		

**I. Policy Statement**

The Division's Bureau of Research and Evaluation is responsible for the timely provision of accurate, reliable, and valid interpretation of information regarding the operation of its facilities/programs and the success of the juveniles placed in those facilities/programs. The Bureau will generate a comprehensive plan for the annual evaluation of Division programs.

**II. Rationale**

Division activities are empirically based and continually enhanced through program evaluation. The Bureau of Research and Evaluation supports this approach by directly collecting, analyzing, and disseminating information. The Division also is committed to promoting and supporting research conducted by the Division staff and by researchers from outside agencies. The Bureau of Research and Evaluation oversees and periodically reviews these approved research activities to ensure they follow the guidelines and professional standards of practice outlined in the Department of Human Services (DHS) policy.

**III. Definitions**

- A. The "Bureau of Research and Evaluation" is the unit responsible for gathering, analyzing, and disseminating data to meet the Division's Information needs.
- B. "Typical/Common Information Requests" are those that can be resolved in a relatively short period of time. This includes reports that can be generated from existing data or that use predefined data-collection procedures.
- C. "Special/Unique Information Requests" are those for information not found in current data sources/reports, require extensive reformatting of data, or require a unique data collection procedure.
- D. "Informed Consent" is a written form that explains the study in simple, easily-understood language and easy to read type that is given to participants and/or guardians as required prior to participate in any research project in accordance with DHS policy 01-10, Institutional Review Board.
- E. "Legal Guardian" is a person recognized by the Division as having the authority to give consent on behalf of a juvenile under the age of 18, including consent to marriage, enlistment in the armed forces, major medical, surgical or psychiatric treatment or legal custody if legal custody is not vested in another person, agency or institution. Division staff are not legal guardians.

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**IV. Procedures**

**A. The Bureau of Research and Evaluation**

1. The Division's Bureau of Research and Evaluation attempts to meet all requests for information in a timely and efficient manner following professional standards of practice.
2. Initial request for information shall occur through informal discussion with the Bureau of Research and Evaluation. Division staff shall contact the Bureau of Research and Evaluation for information needs after receiving approval from the facility/program APD and/or program director. Requests from individuals or agencies outside of the Division shall be sent to the Bureau of Research and Evaluation directly. Requests will be grouped in two general categories: 1) typical or common and, 2) special or unique information needs.

**B. Research**

Research projects involving Division staff, juveniles, or data are encouraged, but must meet all of the conditions of the DHS Policy and Procedures regarding the use of human subjects. This includes the following:

1. the research must not involve medical or pharmaceutical treatment;
2. the research design must conform to standards accepted by social science professionals;
3. prior written permission must be obtained from the Director of the facility or program where the research will take place;
4. the planned research must include procedures for collecting informed consent (in accordance with DHS policy 01-10) from all participants directly involved in the project (e.g., in direct interviews). If the study involves juveniles under the age of 18, permission must also be obtained from the parents/ legal guardians of those individuals. Note that case managers or other Division officials cannot grant permission on behalf of the absent parent(s)/legal guardians.
5. prior written permission must be obtained from the director of the Bureau of Research and Evaluation;

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6. prior written permission must be obtained from the human subjects committee (or equivalent) of the agency sponsoring/ conducting the research; and
7. prior written acceptance of project must be obtained from by the Department of Human Services Institutional Review Board.

C. Evaluation

1. The Bureau of Research and Evaluation is responsible for collecting and analyzing data for the Division's program evaluation processes.
2. Bureau staff shall comply with professional standards of practice for data collection and entry protocols. Data collection may include use of questionnaires, interviews, and extraction of information from the Division's case management system (Courts and Agencies Record Exchange [CARE]).
3. Data is used to generate a comprehensive plan for the periodic/ongoing evaluation of Division programs and preparation of future budgets.

**IV. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

08-11-14

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Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

08-11-14

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Signature Date